

**TRANSITION PROGRAMME BOARD MEETING
19 April 2011**

SUMMARY MEETING NOTE

Tuesday 19th April 2011

No.	Issue
1	<p><u>Introduction</u></p> <p>1.1 In the absence of DG PS&F, the Transition Director chaired the meeting.</p>
2	<p><u>Communications External Hub</u></p> <p>2.1 Head E-Communications & Publishing delivered a presentation on the digital modernisation channel. Discussion focused on its value for communicating externally and teams were encouraged to make use of it.</p>
3	<p><u>Outstanding Actions from Last Meeting</u></p> <p>3.1 Transition Director to discuss programme capacity and resourcing with colleagues, and options around a number of location issues were still being considered.</p>
4	<p><u>Plans</u></p> <p>4.1 Transition Director introduced papers, and discussion, on start dates and shadow running for ALBs, key activities and SpHA development.</p>
5	<p><u>Governance</u></p> <p><i>(i) <u>Status Report</u></i></p> <ul style="list-style-type: none">• Transition Director introduced the status report and invited comments. Discussions included the organisational vehicle being proposed for national informatics. <p><i>(ii) <u>Risks</u></i></p> <p>5.1 All four new risks were approved for inclusion in the programme wide risk register by the Programme Board. There was discussion around a number of the new and existing risks. Teams were asked to confirm that their risks were being addressed, and that actions being implemented would successfully reduce these risks.</p>

6	<p><u>Substantive Item</u></p> <p><u>Emergency Preparedness</u></p> <p>6.1 DG, Health Improvement & Protection presented a verbal update on progress. He announced a change of Director of Emergency Preparedness, and reported back on an April workshop, explaining how the outcomes would feed into another workshop, due to be held in May.</p>
7	<p><u>Scoping Documents</u></p> <p>7.1 Finance and Governance & Accountability scoping documents were approved by the Board. The BSST Scoping Document would be considered at the next Programme Board meeting.</p>
8	<p><u>Forward Look</u></p> <p>8.1 Transition Director updated the Board on the what the May Executive Board was due to discuss.</p>